

5010-104

UNITED STATES GOVERNMENT

# Memorandum

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TO : Director of Training

DATE: 12 November 1965

FROM : Registrar/TR

SUBJECT: Weekly Activities Report No. 36  
8 - 12 November 1965

I. SIGNIFICANT ITEMS:

25 YEAR RE-REVIEW

None

II. OTHER ITEMS:

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B. On 10 November I visited the DIA Offices in Arlington Hall Station to discuss Project HELPFUL. This was at the request of the officers who will be responsible for the visit to the Production Center as part of Project HELPFUL. I was able to give them some guide lines for the visit for which they were most grateful.

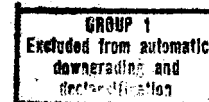
C. Although not required, I discussed our proposed new external training request form with [redacted] CI/DDP. The purpose of the discussion was to ensure that the form was sufficiently sterile that it could be considered "Unclassified Until Filled In." They made a few suggestions, gave it a clean bill of health from their standpoint, and commended the effort that went into the development of the form. They were especially pleased that we had taken the initiative to clear this with them.

D. On Friday, 19 November, 3:00 p.m. to 5:30 p.m., a panel at Brookings Institution will discuss the advantages and disadvantages of a Federal Staff College. Topics to be covered will include: What is such a college? What are the needs? What subjects should be taught?

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Could such a college be of benefit to Federal professional employees? Panel members will include: Dr. Roland R. Renne, Department of Interior, Moderator; Mr. Leo R. Werts, Department of Labor; Mr. J. Kenneth Mulligan, Civil Service Commission; Dr. Earle H. DeLong, American University; and Mr. Joseph M. Robertson, Department of Agriculture.

In view of possible Agency interest I believe OTR representatives should attend. I suggest [ ] and me.

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E. Dr. Stanley Berlinski, a consultant to NASA and the Navy Department, was the guest speaker at the Training Officers Conference (TOC) Luncheon on 9 November. The title of his presentation was "The Quality of Training in Improving Management Communications." He emphasized the need for empathy within an organization if communication was to be effective. He feels that training programs must be tailored to the people involved rather than impose a "classically structured" program upon all people. The joint December meeting of the American Society of Training Directors and TOC will feature Dr. Len Nadler, George Washington University, on the subject "The Graduate Program in Employee Training."

F. A draft of a Headquarters Employee Bulletin is near completion, for publication and distribution the first week of January, announcing the courses to be offered in the Spring Semester of the Agency's Off-Campus Program scheduled to begin the week of 31 January 1966. Thirteen courses are being offered by The George Washington University and two courses are being offered by The American University. Of these fifteen courses, twelve will be at the undergraduate level and three will be graduate courses. The Bulletin will be completed when a decision has been reached as to the proper follow-up to the Automatic Data Processing Systems course offered by AU in the Fall Semester of the Off-Campus Program, and we receive approval from GWU to offer a course in International Affairs entitled Fundamentals of National Power. The latter course has only been offered at War Colleges in the past.

We also plan to announce in this Bulletin that the following three non-credit courses will be offered by GWU if there is sufficient interest among Agency employees: Fundamentals of Investment, Building or Buying a Home, and Enjoying the Theatre. Non-credit courses run for eight weeks; the credit courses run from fifteen to sixteen weeks.

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*OTR should not sponsor* [ ]

Attachments:

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